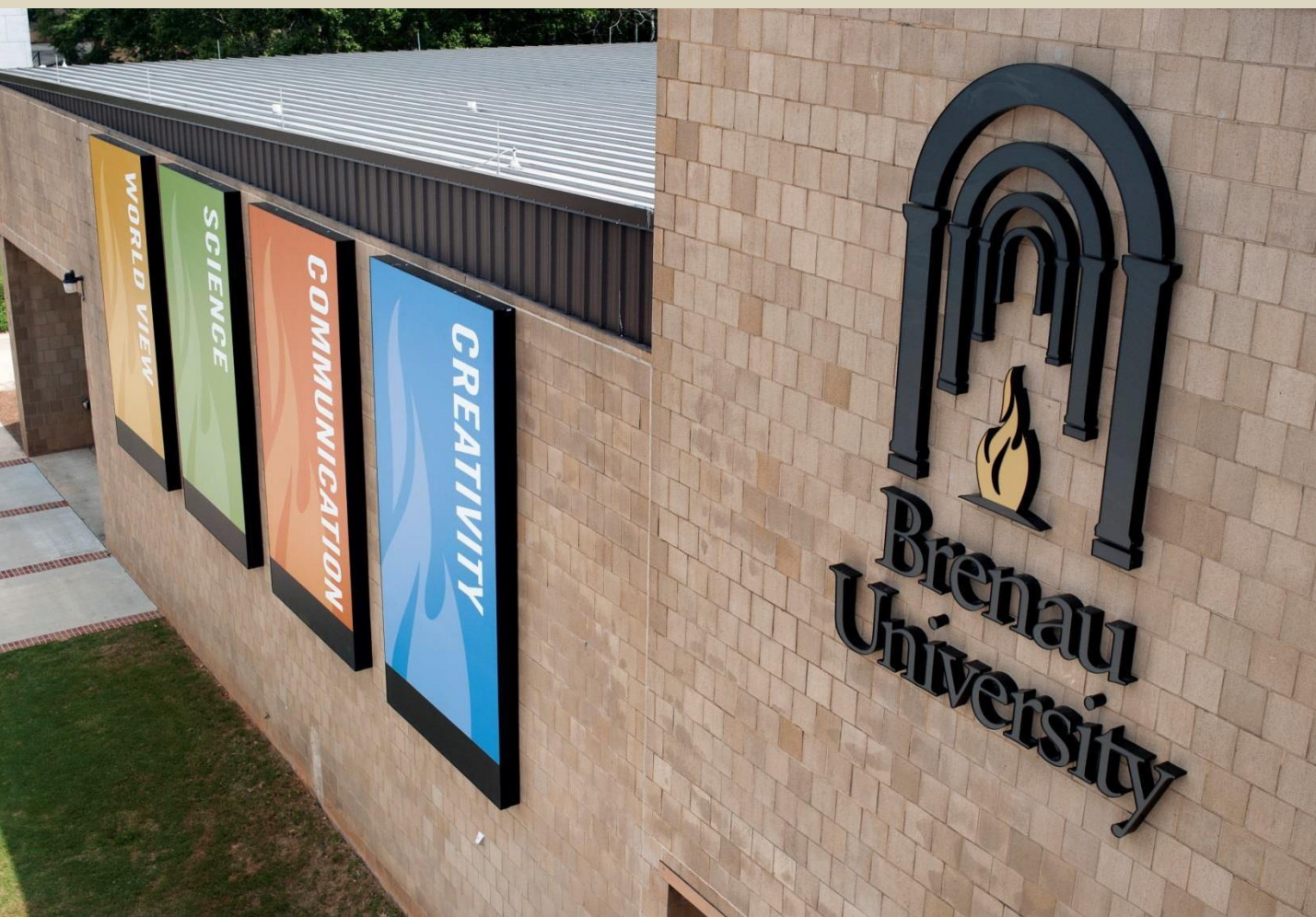


2020-2021

Brenau University Advising Handbook



Brenau University
500 Washington Street SE
Gainesville, GA 30501

Available online in the
Faculty Commons Canvas site

Editor's notes:

Brenau has adopted the NACADA spelling of *advisor*. In this handbook, that spelling has been silently inserted into older Brenau documents that contain the alternate spelling *adviser*.

Regarding personal pronouns that refer to students: for the sake of inclusivity, plurals have been used when they do not impede clarity. When the singular makes more sense, feminine pronouns have been chosen in recognition of Brenau's tradition as a Women's College and its current enrollment of approximately 85% women.



Brenau University Advising Handbook

2020 - 2021

About This Handbook

It is intended to assist both faculty and staff in our efforts to advise students on their varied paths through Brenau and beyond. It includes both general advising principles and Brenau-specific policies; we have tried to gather pertinent resources into one user-friendly place. Please note that this document is available in hard copy and as a pdf file on Brenau's Intranet (under Popular Places) and on Faculty Commons (in Canvas).

As policies and procedures evolve, this handbook will continue to be updated: it is not all-encompassing now. Everyone involved in its creation acknowledges that accurate, comprehensive advising is a complex undertaking—especially at Brenau, with our diverse student populations, program delivery modes, advising roles, and more. Nevertheless, effective advising is crucial to Brenau's mission.

Brenau University challenges students to live extraordinary lives of personal and professional fulfillment. As students pursue undergraduate and graduate degrees or non-degree programs at Brenau campuses and online, each prepares for a lifetime of intellectual accomplishment and appreciation of artistic expression through a curriculum enriched by the liberal arts, scientific inquiry and global awareness.

Thanks to all who submitted corrections and additions for this version of the Handbook. New specific entries in the Table of Contents will, we hope, increase its usefulness. Please send correction notes or suggested additions for next year's Advising Handbook to Winter Elliott: welliott@brenau.edu

Table of Contents

Table of Contents

ACADEMIC ADVISING OVERVIEW	1
Definition(s) of Academic Advising.....	1
National Academic Advising Association (NACADA) Core Values	2
Responsibilities: Advisor and Student.....	2
Stages of Advising at Brenau	3
BRENAU'S STRUCTURE: APPLICATION CATEGORIES	4
Undergraduate—Women's College and Coeducational.....	4
Sidney O. Smith Graduate School.....	4
PRE-ADMISSION.....	5
Step 1. Inquiry	5
Step 2. Application.....	5
Step 3. Documentation	5
Step 4. Evaluation.....	6
Transfer Credit Evaluation	6
Program Plans.....	6
Minors.....	7
Course Equivalency vs. Course Substitution	7
SentryFile Document Storage.....	8
Step 5. Acceptance & Advisor Assignment	8
MATRICULATION	9
Steps 6 & 7. Access and Enrollment Intention	9
Step 8. First Advisement.....	9
CampusWEB.....	9
Preparing for First Advisement	10
General Information from the Catalog.....	11
Course Load Considerations.....	11
Women's College First-Year Students: Course Selection Strategies	11
Coeducational Undergraduates	13
Step 9. First Registration: Generate PIN.....	14
RETENTION.....	15
Registration Assistance.....	15
Paper Registration	15
Dropping and Adding Classes.....	15
Full Sections.....	15
Course Substitutions.....	15
Transient Credits	16
General Studies Major	16
Alternative Credit Options.....	16
Tests	16
Experiential Credit.....	17
Independent Studies.....	17

Academic Enrichment	17
Honors Program	17
Women's Leadership Certificate	17
Study Abroad	18
Office of International Students and Programs.....	18
Academic Support.....	18
Advisee Notes on CampusWEB	18
Director of Student Success Initiatives.....	18
Student Success Inventory.....	19
Academic Honesty in Context.....	19
Learning Center	19
Math & Science SPA.....	20
Trustee Library	20
Writing Center	20
Psychological and Spiritual Support.....	21
University Counselor	21
BCCPS: Brenau Center for Counseling and Psychological Services	21
https://www.brenau.edu/healthsciences/psychology/bccps/	21
Professional Advice, Mentoring, Collaboration.....	22
Career Services.....	22
Graduation Information	23
LIFELONG RELATIONSHIP	23
APPENDIX.....	25
FYE/FYS Policy.....	25
English and Math Placement Policies	25
English Language Proficiency for International Students	27
Modern Language Liberal Education (LE) Requirement.....	27
Brenau University Advanced Placement (AP) Credit Guide	30
Brenau University CLEP/DSST Test Guide.....	31

ACADEMIC ADVISING OVERVIEW

Definition(s) of Academic Advising

In Brenau's Faculty and Staff Guideline on Academic Advisement, advising is defined as "an inclusive and interest in the students, their life, their careers, their course of study and scheduling."

The National Academic Advising Association (NACADA) has culled definitions from various sources. Most reinforce the expansive and collaborative nature of advising:

"a process of information exchange that empowers students to realize their maximum educational potential. The advising process is student-centered and will result in the student gaining a clearer understanding of himself/herself, and the experience of higher education" (University of Michigan);

"a systematic process based on a close student-advisor relationship intended to aid students in achieving educational, career, and personal goals through the use of the full range of institutional and community resources" (Winston, Enders, and Miller).

See these and more at <http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/The-definition-of-academic-advising.aspx>

An advisor builds relationships with students. From a foundation of trust, the advisor can help students recognize their personal strengths and academic aptitudes and gauge how well these fit their chosen field of study or career plan. Sometimes an honest assessment may mean inviting students to consider other options. When emotional or mental health problems interfere with a student's academic performance, the advisor may need to initiate referrals for professional help. Yet an advisor may also experience the satisfaction of introducing students to the dispositions and practices of a shared profession and serve as their mentor for years beyond the classroom. In all cases, sound advising from initial inquiry to diploma will mean focusing on the significant details of program plans and graduation requirements and facilitating students' understanding and completion of these. One objective that unites our diverse student populations is earning their degree: advisors should empower students to progress toward that goal.

Effective, holistic advisement can enhance students' personal, academic, and professional development; it can foster students' connections to and satisfaction with the university. On the other hand, inadequate advising can interfere with students' progress and trigger their disaffection from the entire institution. Faculty and Staff Guideline 4-11 on Academic Advisement cautions that faculty members should consider the legal ramifications associated with the advisement role and be aware of the liability that may be incurred for improper or inaccurate advising. All faculty should therefore take their advisement responsibilities seriously and be thoroughly familiar with all academic requirements. Advisement is defined as an inclusive and intrusive interest in the students, their life, their careers, their course of study and scheduling. New and continuing faculty will periodically participate in advisement training sessions.

National Academic Advising Association (NACADA) Core Values

To guide individuals and institutions in carrying out the wide range of activities that advising can entail—from a student's first inquiry about a degree program to his or her entry into career or professional life—NACADA offers the following list of values:

1. Advisors are responsible to the individuals they advise.
2. Advisors are responsible for involving others, when appropriate, in the advising process.
3. Advisors are responsible to their institutions.
4. Advisors are responsible to higher education.
5. Advisors are responsible to their educational community.
6. Advisors are responsible for their professional practices and for themselves personally.

<http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Core-values-declaration.aspx>

The NACADA website expands on the practical and philosophical implications of these values—and much more. It is a resource worth exploring.

Broadly, the values emphasize that advisors have a serious commitment to those they advise. They should be sufficiently attentive to recognize when students need academic advice or support and sufficiently knowledgeable about institutional resources to facilitate access to those resources. Effective advisors understand that their interactions with students happen in a larger context: each positive exchange promotes not only the well-being of the individuals involved but also the strength of the academic institution and educational community.

Responsibilities: Advisor and Student

Advising should be a partnership between advisor and student. Advisors should

- be familiar with all academic requirements and communicate these clearly;
- discuss specific expectations for the advisor and advisee roles;
- be aware of institutional resources and encourage students to use these;
- respond promptly to advisees' questions and requests for appointments;
- monitor advisees' progress and intervene when necessary;
- keep careful records of all transactions;
- encourage students to accept responsibility for their own academic success;
- maintain regular contact with advisees, at least once a semester. Those with large numbers of advisees may want to consider electronic newsletters or group meetings to accomplish this.

Confirm that students understand the "Student Responsibility" statement in the Brenau University Catalog: "Advisors, faculty and deans assist students in meeting [degree] requirements; however, students are responsible for fulfilling them. . . . It is the student's responsibility to be familiar with and to complete the chosen course of study."

To hold up their side of the advising partnership, students should

- maintain an updated program plan with a record of all courses taken;
- read and respond to all pertinent communications from their advisor, department, Registrar, etc.;
- schedule conferences with their advisor, especially prior to registration;

- come to these conferences prepared (whether in person, on the phone, or online);
- inform their advisor when they add, drop, or withdraw from classes;
- alert their advisor to academic or personal problems that are interfering with their academic performance;
- follow through with any referrals from their advisor.

Stages of Advising at Brenau

The Ad Hoc Advising Task Force, charged by the VPAA in August 2012 with studying the state of advising at Brenau, identified four "Stages of Advising" in their 2013 report. These stages describe a student's Brenau journey from first inquiry to post-graduation: "Pre-Admission, Matriculation, Retention, Lifelong Relationship." At each stage, students require distinct types of information and varying levels of involvement from advisors and other Brenau personnel. This handbook addresses what advisors may need to know and do during each of these four stages.

In 2019 Brenau began a process of pre-advising whereby students may be provided a partially completed initial schedule by the Registrar's Office before they meet with their academic advisor. This was designed to assist with retention and facilitating on-campus summer registration for new students. These new students will be placed in the appropriate English, Math, and First Year (AS100W, AS110, AS111, or AS115) courses.

On-line and Dual-Enrollment Advising

On-line students are in contact with a Success Coach who provides initial course advisement. Once an undergraduate student has completed 24 academic credits, they are transferred to their academic advisor. Graduate students are transferred to their academic advisor upon completion of 6 academic credits.

Dual enrollment are primarily advised through their high schools to ensure they take courses required for matriculation by the state of Georgia and their individual schools. Dual-enrollment students receive their textbooks free of charge. Please verify with dual-enrollment students in your courses that they have received their books.

BRENAU'S STRUCTURE: APPLICATION CATEGORIES

Undergraduate—Women's College and Coeducational

Women's College students typically take a full course load and immerse themselves in their college experience. Students in coeducational programs may choose to pursue their degrees part-time, either online or at the Gainesville, North Atlanta/Norcross, South Atlanta/Fairburn, Augusta, or Jacksonville, Florida, sites. The availability of degree *programs* varies by location and platform, and students need to understand this as they plan their academic paths. For lists of the undergraduate majors offered online, at each site, and in Day or Evening/Weekend formats in Gainesville, visit www.brenau.edu/admissions/coedundergrad/.

Sidney O. Smith Graduate School

Brenau offers master's-level programs at most of our sites and online, and has also introduced doctoral programs in Nursing Practice, Occupational Therapy, and Physical Therapy. More details about graduate programs and their specific admissions requirements are available on the web pages of each College and at <http://www.brenau.edu/admissions/>.

PRE-ADMISSION

Step 1. Inquiry

Before students are admitted to Brenau, they must imagine themselves here. While the Admissions Office takes primary responsibility for contacting prospective students and making them aware of program offerings, faculty members often become involved in this process by participating in recruitment events, information sessions and one-on-one discussions regarding specific program requirements. For those departments with additional admissions processes such as interviews, auditions, or writing sample and portfolio reviews, faculty members administer and evaluate these. Faculty may also consult with transfer students and Registrar's Office about potential course substitutions or transfer credits.

During the pre-admission stage, faculty often function as "at-large" advisors (for instance, at Winter Weekend or Senior Saturday) and may be asked about anything related to Brenau, from admissions requirements to placement policies, scholarship opportunities, study abroad programs and more. Familiarity with the application process and some awareness of Brenau's academic programs will help pre-advisors respond to prospective students' questions. When in doubt, though, be sure to ask.

Consult the Faculty and Staff Directory (on CampusWEB) to locate the person with the correct information. Unless the question is truly a simple one, encourage students to contact directly the sources you help them find. Empower prospective students to seek out the answers they need and allow the designated experts to perform their roles. Keep in mind, too, that programs and policies and even office locations change. Stay alert to announcements about these changes and make note of them. Remember that misinformation hinders students at every stage of their Brenau journey.

Step 2. Application

Undergraduate and graduate applications can be found at www.brenau.edu/apply.

A student may apply online or download the form and mail it in. Undergraduate applications are accepted on a rolling basis, and new students are accepted throughout the year. Graduate programs vary; many require supplemental applications, and some stipulate annual deadlines: applicants should attend to all guidelines posted.

Step 3. Documentation

Application files are not complete until students have submitted all required supporting documents. These always include official transcripts of any college work attempted. First-year students *or those with fewer than 30 hours of earned college credit* must submit official high school transcripts or GED certificates. Submission of SAT/ACT scores, while not a requirement for admission, will be considered if submitted for higher scholarship consideration and also may be required of athletes for eligibility. SAT/ACT scores can be used for English placement. Scores must be sent directly from the testing company. Other required documents vary according to program and students' situations and are identified in checklists on the Admissions web pages.

Step 4. Evaluation

As documents are received, Admissions Operations reviews them, especially for GPA and standardized test scores. Transfer applications require further review.

Transfer Credit Evaluation

Courses taken at regionally accredited institutions *may* fulfill Brenau requirements *if* Brenau has equivalent courses. The Admissions website maintains a running list of approved transfer credits. The Brenau Transfer Equivalency System is accessible to all and can be found at www.brenau.edu/admissions/tes/.

A few reminders about transfer credit:

- no D's, ESL or developmental courses transfer;
- major coursework older than 15 years will not be accepted unless the appropriate College Dean approves an exception;
- courses with technical content (e.g., computer programming) may not be accepted after 5 years;
- for the baccalaureate degree, students may not transfer *more than* 65 credit-hours from two-year institutions;
- not all transfer courses count towards Liberal Education coursework—check to see if the transfer class has a specific Brenau course listed on the transcript or check Sentry File to ensure the transfer credit is being used to fulfill an LE requirement
- there is no expiration date on Liberal Education coursework.

See www.brenau.edu/admissions/transfer-equivalency-info/.

Policies indirectly affecting transfer credit:

- baccalaureate students must complete a residency requirement of *at least* 30 credit hours at Brenau, with 21 hours in the major;
- students with an Associate of Arts or Science degree from a regionally accredited institution are deemed as having fulfilled Brenau's Liberal Education requirements; all coursework does not need to match.

Graduate Programs: Application/documentation requirements vary. Departments share responsibility with Admissions for evaluating candidates and making acceptance decisions. When an applicant's file is complete, Admissions notifies the department and forwards them the Graduate Admissions Cover Sheet. The department then reviews the file, completes the Graduate Admissions Cover Sheet and program plan, and returns these to Admissions.

Program Plans

Each major program has a document that lists all courses required for the degree: this planning tool is the program plan. After the transfer credit evaluation, Admissions begins filling out a program plan for each student by inserting applicable (equivalent) courses into the plan for the applicant's intended major. Program plans for all majors and degrees are posted on the Registrar's page at www.brenau.edu/academics/registrar/currpgmplans/.

As curriculum changes occur, the Registrar updates these plans, which are year specific. Students abide by the program plan of their first matriculation unless a new version is

introduced before they graduate and they choose to *switch*. If a student chooses to follow the new program plan, they must complete all requirements of the new plan. (They may not follow some parts of one plan and some parts of another.) If a student changes her major, she follows the major program plan of their first matriculation (she changes the major but not the year).

Undergraduate baccalaureate program plans have a front and back.

- The front contains the Liberal Education (LE) requirements for the degree.
- The back lists the course requirements for the major.

Any major course designated as "LE" may also be used to fulfill a Liberal Education requirement in the designated Portal. Useful to know: archived versions of LE course listings are included on the Registrar's program plans page. Student's must receive a "C" or higher in the course used to fulfill their Writing LE requirements. For all other LE requirements, a "D" is sufficient (unless MS101 or 111 are being used to fulfil a prerequisite for a higher-level course).

Beginning in 2019-2020 attached to the program plan is a current LE course matrix by portal, GOLD program requirements, and a list of W courses available (required for Women's College students).

Minors

A program plan sheet for minors is also posted on the Registrar's page listed above. Please encourage undergraduate students to formally declare a minor if they are interested in pursuing one. All minors at Brenau require 15-18 credit hours of coursework; specialized minors (without a corresponding major program) include Creative Writing, Entertainment Management, Gender Studies, Gerontology, International Studies, Spanish, Entertainment Management, Small Business Management, and Sport Management. If a course is being counted to fulfill a major requirement, it may not also be used to fulfill a minor requirement (referred to as "double-dipping"). The major and minor catalog year must match (if the student uses a 2019-2020 minor program plan, they must also use a 2019-2020 major program plan).

Course Equivalency vs. Course Substitution

An *equivalent* course from another institution probably has a different number and title than its Brenau counterpart, but the course descriptions closely resemble one another. Admissions and the Registrar typically determine equivalents. Sometimes they consult faculty. The Brenau course number and name will be used on the Brenau transcript, with a "TR" designation. An equivalent course meets future prerequisite requirements.

A course *substitution* is initiated by an advisor to facilitate a student's timely progress toward her degree. It involves replacing a required Brenau course with a course (from another institution or from Brenau) that meets the same general objectives. No claim is made that the substitute course mirrors what it's replacing, which may be a major elective, a Liberal Education requirement, or other. Substitutions can be called for when a transfer student first arrives, perhaps with substantial coursework that does not quite match Brenau's, or later in her career (for example, when a senior is in danger of not graduating because a required course was cancelled.) Proposing a course substitution often means thinking broadly and creatively about educational goals; the advisor's request must include a rationale. Electronic substitution

forms, submitted using formstack, are linked on the Registrar's handy Forms page: www.brenau.edu/registrar/regforms/.

The advisor, the department chair or dean who "owns" the course being replaced, and the Registrar must all approve a substitution. Notice of approval or denial is posted in the advisee's file on CampusWEB under "Substitute/Waiver Inquiry." Note: students will need to complete a paper registration whenever a course prerequisite has been fulfilled through course substitution.

SentryFile Document Storage

After indicating equivalent courses on an applicant's program plan, Admissions posts it to SentryFile, Brenau's electronic document storage system. PDF copies of students' applications, transcripts, standardized test results and more are kept at <https://documents.brenau.edu/sentryfile/>.

To access SentryFile after navigating to the web address,

- click "I agree" on the license button;
- enter network username (your email without the "brenau.edu");
- enter network password.

Usage tips: Agree → Username → Password → Quick Search → Select All → Keywords → Student ID# → Search (if student ID# is not available, use student name)

Step 5. Acceptance & Advisor Assignment

Admissions sends letters to those accepted and copies the appropriate advisor or advisor designee. Departments determine who the advisors for their programs will be, and the Chairs keep this information updated with Admissions.

MATRICULATION

Steps 6 & 7. Access and Enrollment Intention

Crucial information about the procedures students need to follow immediately after acceptance can be found at www.brenau.edu/admissions/nextsteps/. Included are IT instructions about how to log on to CampusWEB, Lab Computers, Tiger Mail, and Canvas. The IT department also sends this access information directly to students once they've been admitted.

After students have been accepted, they *must* return their Enrollment Intention Form to Admissions. Students will not be able to register until they have *signed* and returned this form. At this point, students' files are electronically moved to the Registrar's ownership.

After Admissions receives the Enrollment Intention Form, they create a "Generate PIN" (Personal Identification Number) button in the student's "Biographic Inquiry" area on CampusWEB. After the advisor completes the initial advising session with the student, the advisor clicks on this button, which releases the student to register. Note: PINs are automatically generated for students.

Step 8. First Advisement

Tips for the first advising session cannot be one-size-fits-all. But whether first advisement happens in group or individual sessions, in person or online, for Women's College or Graduate students, keep in mind that you are:

- introducing students to the academic culture of Brenau;
- establishing your role as a concerned, knowledgeable, and helpful advocate;
- clarifying expectations about the advisor-advisee partnership;
- helping students gain a clear view of program expectations.

CampusWEB

CampusWEB files can be accessed by the student, the student's advisor, and—new in 2016—all regular faculty. Advisors locate their advisees' files by entering CampusWEB and clicking on the My Advisees link in the menu on the left. Each file contains the following:

- Biographic Inquiry
- Schedule Inquiry
- Grade Inquiry
- Billing Inquiry
- Financial Aid Inquiry
- Transcript Inquiry
- Substitute/Waiver Inquiry
- Graduation Checklist

To see the CampusWEB file of a student who is not your advisee, find the student's name in the CampusWEB Student Directory. If you have access permission, the name should appear in red font. When you place your cursor over the name, it should be hyper-linked; one left click will send you to the student's complete file.

Tip: This ability to access files for all students facilitates shared advising responsibilities, including more targeted involvement with students who have declared minors, are seeking to double major, or are considering changing their majors.

Preparing for First Advisement

Brenau policy requires that students be advised before they register for the first time. Knowing as much as possible about the student's credentials will help that first session run smoothly. Check SentryFile to see students' records, which may include:

- Application to Brenau
- Academic Transcript(s)
- Transfer Credit Evaluation
- Program Plan
- Standardized test scores (SAT or ACT)
- Math placement results
- English placement results
- Modern Language test results (CLEP, BYU FLAT, WebCAPE, TOEFL)
- AP, CLEP, DSST results

Prepare for the advising session by assembling or consulting these tools, if applicable [documents with an asterisk are included in this handbook's Appendix]:

- Current Liberal Education Matrix*
- Placement guidelines for Math* and English* and Modern Language*
- Alternative credit policies*
- Alternative credit guides (AP, CLEP, DSST) *
- Class rotation lists
- Course schedule
- Program plan [a blank one for true first-year students; a copy that indicates previously completed courses for transfers]

Determine what Math, English, and/or Modern Language courses the student is eligible for or still needs to take. Having this information prior to your session with the student will promote advising efficiency, and your knowledgeability will promote the student's confidence in your advisor-advisee partnership.

Review transcripts, especially of any college work, ahead of time to form an initial idea of the student's aptitudes and work ethic. For instance, a student who has performed at a high level while carrying heavy course loads in the past may well continue that pattern. On the other hand, if a student's record shows frequent course withdrawals and barely passing grades, the advisor might encourage the student to reflect on the reasons why—with an eye to addressing them. At the least, a light course load might be in order for the first term.

It is particularly important that first-year students, those with less than 24 hours of academic credit, enroll in several Liberal Education courses. These students should not be enrolled only in major courses as we want to ensure that they are receiving a true liberal education. Additionally, first year students who are not intending to graduate from an online program should enroll in on-line courses only when absolutely necessary.

Examine the transcript and program plan for potential course substitutions if they are needed. Plan to discuss these with your advisee.

General Information from the Catalog

Most courses are open to all Brenau University students. Day students must register for any online course choices via a paper Registration/Course Change Form with written advisor and major department chair's approval. All programs are not available in all formats. Brenau University students matriculate through the Women's College, the coeducational Undergraduate School, or the Sidney O. Smith, Jr. Graduate School.

Course Load Considerations

- 12 credit hours is the minimum full course load for financial aid purposes for undergraduates; 6 credit hours the minimum full load for graduate students;
- 15 hours is the average load necessary for undergraduates to complete their degree in four years;
- 18 hours is the maximum allowed without needing overload permission (via paper registration) and paying additional tuition (for full-time Day students).
- EH 100, Academic Reading and Writing, carries 3 credit hours elective (not English) credit. MS, Quantitative Literacy, carries 3.0 credit hours, but cannot be taken in lieu of MS 101, College Algebra, for courses where MS 101 is a prerequisite. It will, however, suffice as prerequisite for MS 205, Introduction to Statistics. The Math Placement Exam is not required for this course. All STEM majors should take the Math Placement Information. For more information, please see the Advising Guide for Math Courses.
- Students who have substantial extra-curricular time commitments (Brenau athletes and theatre majors; those with family responsibilities, long commutes, etc.) should avoid heavy loads, especially their first semester.

Women's College First-Year Students: Course Selection Strategies

- Students with 24 credit hours or fewer must register for AS 100W First Year Experience and AS115 Resources for College Success. (Typically, Admissions will have already given the student information about which section of AS 100W to register for.)
- Schedule any required major courses next.
- Encourage students in the Honors Program to register for an Honors Seminar.
- When registering students for LE courses, look for “W” sections of the course which will fulfill a GOLD program and LE requirement simultaneously. See the Gold program requirements attached to the program plan, or course catalog, for a current list of “W” courses.
- Students who have placed into English 100 should take it: this course is usually offered on ground only in the Fall. (After EH 100, students are required to take both EH 101 and EH 102, so they should begin this writing sequence as soon as possible.)
- Students should also take MS 100 or MS 101 as soon as possible as well. (Be mindful not to overwhelm students who need both EH 100 and MS 100. Consider waiting until Spring Semester for the math course.)
- If the student is *continuing* a modern language from high school, try to fit a modern language course into her schedule. Students may take a language placement test to place into 102 level. See the Placement Guidelines for Modern Language in the

Appendix.

- Fill in the schedule with other required Liberal Education Courses, especially those that serve as prerequisites for required major courses.
- Consider a 1-hour Lifetime Fitness or Lifetime Sports course to round out the schedule. Note: students playing varsity sports at Brenau can register for LF 199 Varsity Sports with permission of their coaches. LF 199 is worth 1-credit hour. It can be repeated and used to fulfill WH and/or LF/LS requirements.
- Ask if the student took any AP tests her senior year; results are not available until July. If results are not yet in, consider waiting to schedule applicable courses. And check that any AP results from the previous year are on file.
- In order to live on campus, students are required to take at least 12 credit hours a semester. These must be on-ground hours. Exceptions to this policy must be directed to Director of Housing, Alison Carling.

Males enrolled in Gainesville Day Program

As students in the Undergraduate School, males enrolled in the Gainesville Day program may take all majors.

Males with 24 credit hours or fewer must register for AS 110 First Year Seminar and AS115 Resources for College Success. The above Course Selection Strategies also apply to first-year male students in the Gainesville Day program.

Additional Advice

- If a student identifies as having a disability, she needs to send documentation of the disability to the Learning Center. The Director of the Learning Center must be officially notified before appropriate accommodations can be determined. A lighter course load (12 hours) will often help students with disabilities succeed.
- If an international student is a degree-seeking student, her advisement will be similar to other students with the likely exception of the modern language requirement. See the Placement Guidelines for Modern Language in the Appendix.
- Make sure students understand that they can withdraw from a course before the midpoint of the semester if they find themselves overwhelmed; however, they need to keep 12 credit hours to maintain full-time status.
- Remind students that they will have many opportunities to become involved in campus organizations but that they should avoid over committing themselves, especially during the first semester.
- Developmental studies courses and English as a Second Language courses completed at other institutions do not transfer to Brenau University.

GOLD Program and W courses

Beginning Fall 2019, all students matriculating in the Women's College will be part of the GOLD Program, an innovative program designed to enhance the Women's College experience. The program involves a number of elements including a speaker series, mentoring program, service, learning opportunities, thematic programming, and a women-centered curriculum through "W" courses.

The GOLD Program supports the mission of the Women's College which "challenges students to

achieve personal and professional fulfillment through premier signature programs that emphasize academic excellence and innovation, transformative leadership and service, global perspective and community engagement, individual expression and the advancement of accomplished women.”

“W” courses are ones which emphasize the experience and expertise of women throughout course design and delivery and will be identified in the course catalog by a “W” following the course number. Many LE courses will have “W” sections enabling Women’s College students to fulfill GOLD and LE requirements simultaneously. “W” courses are restricted to Women’s College students. Attached to each program plan is the Gold Program course requirements which should be used to monitor the “W” courses taken. A current list of “W” courses being offered is included on this page of the program plan. In addition, the current University Catalog provides the Gold program requirements.

Women’s College students with fewer than 24 academic hours must complete 30 “W” course hours in order to graduate. Students transferring in credit hours must complete a prorated number of “W” hours.

Hours transferred:	“W” course hours required for graduation:
0-24	30
25-44	18
45-59	15
60-74	12
75-89	9
90+	6

Coeducational Undergraduates

These students are generally older and more mature, with significant work and life experience; however, they may not know more than first-year Women's College students about the academic demands of college. (If students are true first years, much of the above Women's College registration advice will apply to them; however, most beginning undergraduates who are not part of the Women's College will be enrolled in Undergraduate programs.)

- If they do not already have credit for EH 101, MS 101, and a modern language at the 102-level, and their placements test results are not on SentryFile, explain the various placement policies and tests.
- If students have been out of school for a few years, encourage them to begin with fewer courses until they have a sense of the time commitment. Students should plan on spending at least 12 hours per week per course. (This includes time in the classroom if the course is not online.) If they are working full-time and have families, they may jeopardize their chance to succeed by overloading.
- Explain how classes are scheduled (e.g. D1/D2/DE). Balancing a student's load is important. Many can comfortably enroll in two courses in each seven-week session. Avoid scheduling three or four courses during the same seven weeks.
- Make sure that online students understand the resources available to them.

Step 9. First Registration: Generate PIN

After the first advising session, the advisor clicks on the "Generate PIN" phrase in CampusWEB in the student's Biographic Inquiry to permit the student to register via CampusWEB. Pins can also be generated by having the student submit a paper registration. (If a Generate PIN button does not appear, the pin may have already been generated or the student may have failed to complete and submit an Enrollment Intention Form. A call to the Admissions Office may be necessary.) PINs are automatically generated for students.

RETENTION

After their first registration, students do not need advisor approval, but they should stay in regular contact with advisors about their course selections and progress. Brenau offers a range of services and programs to enhance overall student success and satisfaction. As an advisor, you will contribute to greater student retention when you offer registration assistance each semester and effectively direct students to appropriate resources according to their individual needs.

Registration Assistance

Paper Registration

Students usually register online through CampusWEB, but paper registration is an option. Forms can be picked up from departmental offices, site coordinators, or the Registrar's Office. The Registration/Add/Drop form is also available on the Registrar's Forms page:

<https://www.brenau.edu/academics/registrar/regforms/>

This form must be completed by hand and submitted by an advisor. Registration forms must be signed by the student and submitted directly to the Registrar's Office. Do *not* mail or fax these. An advisor signature is only required the 1st semester of enrollment and in later semesters if there is an exception made (such as a schedule overload). Paper registration and appropriate signatures—designated on the form—are required for overloading a student's schedule [more than 18 credit hours for undergraduates], overloading a class section, or departmental over-ride of prerequisites, and for on-ground students taking more than one online credits.

Dropping and Adding Classes

Students may drop and add classes via CampusWEB (or paper form) during the first week of class. (See the academic calendar on the Registrar's site for precise dates.) After that, classes may not be added. A Drop Form is used for dropping classes only. The Drop/Withdrawal Form is available in a user-friendly electronic version on the Registrar's Forms page:

<https://www.brenau.edu/academics/registrar/regforms/>

If students are able to drop individual courses in CampusWEB during the add/drop period, they don't need to use this form to drop or withdraw from classes. Students may use a Drop Form to withdraw from classes up until the midpoint of the semester or session and receive a W grade. (See the Academic Calendar for specific dates.) After midpoint, a drop will result in an automatic grade of WF. Any appeal for a W after the midpoint must be directed to the Provost.

Full Sections

If a course that a student needs is already full, she may ask permission of the course instructor to overload it. (Avoid overusing this tactic.) If the instructor agrees, a paper registration form will need to be filled out.

Course Substitutions

Once matriculated, students should work to complete their program plan "as is." When course cancellations or other unforeseen obstacles arise, course substitutions can keep the student on

track to graduate. Refer back to page 7 for more on course substitutions.

Transient Credits

To request transient status at another institution, a student should fill out a Transient Request Form (available on the Forms page) and submit it to her advisor for approval. The advisor then submits it to the Registrar's Office for final review and processing. A student should plan ahead to take transient courses: the institution she wishes to attend may require an application for admission.

General Studies Major

When an undergraduate student either cannot complete the requirements for her declared major or chooses not to, but has taken too many credit hours to change her major and graduate in a timely fashion, she may change her major to General Studies. This is only available to Women's College students. The following criteria must be met:

- complete all Liberal Education requirements;
- complete an area of concentration of at least 24 hours, with a minimum of 12 hours in 300 to 400 level courses;
- complete a total of at least 36 credit hours at the 300-400 level;
- maintain an overall GPA of at least 2.0;
- complete 120 hours of course work.

(For additional information and guidelines, see the General Studies Program Plan on the Registrar's site.)

Alternative Credit Options

Up to a maximum of 27 hours of credit may be obtained via alternative methods.

Note: only the Independent Study options below fulfill residency requirements.

Tests

1. Advanced Placement (AP) courses are high school courses with college-level educational objectives. Students should have their official test scores sent to Brenau. The Brenau faculty responsible for the AP subject courses have determined what test scores will represent college-level mastery and earn course credit. See the Advanced Placement Credit Guide in the Appendix for the list of qualifying scores.
2. College Level Examination Program (CLEP) and DAN TES (DSST) examinations allow self-directed students to show college-level mastery. Students should contact the Learning Center (770-534-6133) for information and/or to schedule a test. See the CLEP/DSST Test Guide in the Appendix for a list of tests and their qualifying scores.
3. International Baccalaureate (IB): Brenau recognizes the quality of the International Baccalaureate Program, and credit towards the undergraduate degree will be awarded on a course-by-course basis. Course credit will be given for scores of 5, 6, or 7 on the higher-level examinations. Although no credit will be awarded for examinations taken at the Subsidiary level,

additional credit may be awarded after departmental review and with approval by the Provost and Vice President for Academic Affairs.

Experiential Credit

4. If a student believes that her work experience has provided the educational equivalent of a college course, Brenau offers a way to document that learning and earn the credit. Refer to the *Experiential Credit Application* listed among the forms on the Registrar's page. This form requires a great deal of input from the student, plus supporting documents. The process may include a final exam. The student can only receive experiential credit for courses existing in the catalog. The tuition for any credit earned is \$200 per credit hour.

Independent Studies

5. *Independent Study* courses are current courses in the catalog, but taught in a one-on-one format, perhaps to accommodate a student with scheduling conflicts. They are not to be confused with *Directed Independent Study* (D.I.S.) courses, which are tailored for a student to pursue an independent project in her major. Independent studies should be rarely used. Students are expected to complete courses in standard formats whenever possible. Independent Study and DIS forms can be accessed on the Registrar's Forms page: Department Chairs must approve these.

Academic Enrichment

Double Major

It is possible for an undergraduate student to take a double major, but it requires careful planning and sequencing of courses. A student seeking to double major must have 21 distinct hours in each major. The remaining hours are allowed to overlap between the majors as long as the directors for both majors agree that a course is applicable to both majors (for example an English major could count EH 220 American Literature before 1865 towards her History/Political Science major as the course addresses the same historical events in HY201 US History I). LE requirements are applicable to both majors. The program plans for both majors must be from the same catalog/year.

Honors Program

Entering Women's College students who fit selection criteria are invited to participate in the Honors Program. Highlights include the Honors Seminars that fulfill specific Liberal Education requirements in each of the four portals and selection of two choices among several degree enhancements. Choices include earning a double major, a minor, and/or Women's Leadership Certificate, presenting research at a conference, participating in a study abroad program, and/or completing Honors Capstone course. For help with tracking fulfillment of Honors requirements, please refer to the current program plan on the Registrar's page. Interested students who were not originally selected for Honors may apply to the Director of the Honors Program, Dr. Debra Dobkins, for possible inclusion.

Women's Leadership Certificate

This interdisciplinary Women's Leadership Program is designed to offer students' academic and experiential opportunities to develop leadership skills informed by gender awareness. In

addition to taking foundational courses in gender studies and leadership principles, students will complete an internship directly related to women in leadership. As part of the experience, each student will submit a paper about the internship and present it to a faculty committee. If a student's major requires an internship, that course may fulfill this requirement provided the student's work focuses on women and leadership. A minimum of 12 credit hours is required for certificate completion.

See the Women's Leadership Certificate link on the Brenau Humanities Department page: www.brenau.edu/fineartshumanities/humanities-department/wlcp/.

Study Abroad

Tuition Exchange Programs allow a student to spend one independent semester or year of study abroad at a partner university. These exchanges allow Brenau students to pay home tuition while obtaining the experience of education abroad. Each student is responsible for all costs beyond tuition at the exchange university. This includes room and board, books, any extra school fees, airfare and spending money. Student Exchanges are available through Brenau Agreements with

- IEJ European Institute of Journalism – Paris, France
- KU Leuven University – Antwerp, Belgium
- Ewha Womans University – Seoul, Korea
- Aalborg University – Aalborg, Denmark.

For more information about these exchanges and other study abroad opportunities, contact the Director of International Students and Programs (770-534-6126).

Office of International Students and Programs

The director "assists international students with their transition into the Brenau community, facilitates immigration reporting and provides services to help international students in their personal, social and academic adjustment to Brenau. Many activities designed to increase global awareness and cultural exchange on campus are coordinated from this office" (Brenau Catalog).

Academic Support

Advisee Notes on CampusWEB

A new feature on CampusWEB is the addition of an advisee notes section which is located at the bottom of the list of pages about a specific advisee (when you select one of your advisees, there is a list of options including biographic inquiry, schedule inquiry, etc.). This is a very useful place to make note of conversations you have had, document advising meetings, list courses which need to be taken in a specific semester, etc. This is a great way to supplement written advising notes.

The financial hold alert connected to a student's record has also been updated to more clearly indicate whether the financial hold will prevent a student from registering.

Director of Student Success Initiatives

The Director of Student Success Initiatives, Jessica Bowling, is "an advocate for the students and a liaison with faculty. She works with students on a daily basis helping them adjust to college life and intervening when students find themselves struggling to achieve academic success" (Brenau

Catalog). She may be contacted directly by students or faculty; faculty are also encouraged to use the Student Success Inventory described below.

Student Success Inventory

The SSI is "an early intervention instrument designed to help Brenau students succeed in their academic career." All faculty are strongly encouraged to make use of the SSI as it allows Student Services and academic advisors to provide a more holistic approach to difficulties a student may be facing. You do NOT have to have a student currently enrolled in your course in order to complete an SSI on the student. The form is linked on CampusWEB in the list of links on the left-hand side of the page. It is helpful to have the student's ID number available or you will need to type in the student's last name and then select the appropriate student. If you do not feel the form provided enough space to explain a situation, you can also email Jessica Bowling directly in addition to completing the SSI.

The form states that "Faculty, professional staff, and paraprofessional staff are asked to complete the form if they have observed or are aware of behavior that may be detrimental to the student's success. When this form is submitted it will go to the Director of Student Success Initiatives. When necessary and where appropriate the information will be passed on to an academic advisor, counselor or other University resource personnel for the purpose of intervening and assisting the student." Please be aware of the "urgent" option on this form: "If this is an emergency please click the URGENT option below. If you feel the person is an immediate threat to themselves or others, please contact Security or 911 immediately after submitting this form."

Academic Honesty in Context

Students who receive an Academic Honesty Incident Report will be required to enroll in AS 120 Academic Honesty in Context, an online, zero-credit, P/F course, at a cost of \$125. Students must complete the course with a P during the next period of enrollment. Advisors can serve an important role by encouraging students to use this course as an opportunity to fully understand the nature of intellectual property and the consequences of plagiarism, thereby avoiding any repeated incidents.

Learning Center

530 Washington St.; 770-534-6133

The Center serves Brenau students with professionally diagnosed learning disabilities as well as other disabilities. Tutoring, extended-time testing, reading remediation, taped textbooks through Recordings for the Blind and Dyslexic, study strategies and academic advising are among the services available. Students are responsible for sending appropriate documentation to the Director of the Learning Center. The director will send each student a letter describing any prescribed accommodations. The Learning Center will communicate with campus coordinators and professors concerning the implementation of necessary accommodations. Advisors should alert the Learning Center if they have concerns about the academic performance of their student advisees with disabilities.

Math & Science SPA

611 Spring Street

The SPA (Study Place for Achievement) offers free peer tutoring services and other support to Brenau students in the following subjects:

- Pre-Algebra
- Algebra
- Statistics
- Pre-Calculus
- Calculus
- Biology
- Chemistry

To schedule a (free) appointment or for more information, contact Ms. Dana Edge (dedge@brenau.edu). See the Math SPA Tutoring Schedule for current hours: <http://www.brenau.edu/healthsciences/mathscience/spa/math-spa-tutoring-schedule/>.

Trustee Library

625 Academy Street; 770-534-6113

The Trustee Library furnishes online, print journals, articles, databases, and books selected specifically to support each of the University's programs. Knowing it is not enough to simply make these available, the Library provides online and on-ground classroom instruction to teach students to use these resources to complete their assignments. Professional librarians will also meet with individuals and groups face-to-face, by phone, or online to help students with research. A full range of services to support faculty research is also offered. Help is available days, nights, and weekends throughout the year.

For more information, visit <http://library.brenau.edu/>. To arrange classroom instruction, click <http://library.brenau.edu/request-instruction/>. Refer students to Ask A Librarian at <http://libanswers.brenau.edu/> or to <http://library.brenau.edu/my-librarian/> to schedule a consultation with a librarian.

Writing Center

The Brenau Trustee Library, room 112; 770-538-4795; writingcenter@brenau.edu.

The Brenau University Writing Center, a peer tutoring service, offers individualized writing conferences and group workshops for students across disciplines and, through the Online Writing Center, across campuses. The Writing Center supports the University's goal to foster intellectual and professional accomplishment as it helps students develop their ability to communicate articulately in writing or speech.

The Center schedules appointments during weekdays and offers walk-in hours most evenings. Its services are free and available to all Brenau students.

For detailed information, including hours, how to schedule an appointment, how to submit a paper online, and what to expect, visit the Writing Center web page at

<https://intranet.brenau.edu/writing-center/>.

Psychological and Spiritual Support

For students in psychological or emotional distress, Brenau offers two counseling options on the Gainesville Campus. Note that the University Counselor, while free, sees patients on a limited basis (3 visits per semester). The BCCPS also offers services at the Norcross campus.

University Counselor

Office Location: 205 Boulevard, Center for Health & Wellbeing

Telephone: 770-534-6135

Brenau offers free counseling to Brenau students on a limited basis (usually no more than 3 visits per semester) who are experiencing problems that interfere with their lives, studies or relationships. The University Counselor screens students to determine whether the students are in need of specialized mental health treatment and makes appropriate referrals for such treatment. The Counselor's supervisors may be informed when referrals have been made without disclosing the substance of the conversations with the student, unless the student is at risk of harming herself or others under which circumstances additional information will be required. [This entry is excerpted from the Brenau Student Handbook 2020.]

BCCPS: Brenau Center for Counseling and Psychological Services

Office Locations: Gainesville - 423 Brenau Avenue; Norcross - 3139 Campus Drive, Ste. 900

Telephone: Gainesville - 770-297-5959; Norcross - 470-228-8942

Anyone interested in counseling services can call the appropriate number listed above. After providing some basic information at the initial phone call, your assigned counselor will call to set up an appointment. Sessions are typically scheduled for 50 minutes, once a week. You can reschedule or cancel appointments with a 24-hour notice.

Costs: Brenau students - \$5 for first intake appointment; \$5 each session

Faculty & alumni - \$25 for first intake appointment; \$15 each session

Community members - \$25 for first intake appointment; \$20 each session

Sliding fee scale based on income is available. Call to inquire. Second-year graduate students in Brenau's Clinical Counseling Psychology program work in the BCCPS as one of the last steps before graduation and receiving a license to practice on their own. Licensed Professional Counselors or psychologists supervise counselor-client interaction.

The above entry is excerpted from

<https://www.brenau.edu/healthsciences/psychology/bccps/>

Professional Advice, Mentoring, Collaboration

- Early in the advising relationship, mention to students that they will most likely need letters of recommendation at some point, whether for scholarships, graduate school, or employment. Explain that impressing their professors in a positive way will be laying the foundation for that eventuality.
- Consider encouraging able students to assist in your research, to present at conferences, and to get involved in professional organizations.

Career Services

Location: first floor of the Owens Student Center. The following services are offered:

- Assistance with choosing a major
- Assistance with career planning
- Resume and cover letter critiques
- Interview preparation
- Mock interviews
- Assistance with the internship search & job search process
- Assistance with planning for graduate school
- Online Job Board
- Job Fairs
- Credential Files
- Career Library

For more information, go to <https://intranet.brenau.edu/career-services/>.

Graduation Information

Graduation Application

The deadline to apply for graduation for spring is Jan 15. However, students are encouraged to apply before that so that the audit can be completed prior to the beginning of the semester and before the drop/add period. Late applications will be accepted from Jan 16 – Feb 1 with a \$75 late fee. Applications received after Feb 2 will be accepted but those students will not be permitted to attend the spring graduation ceremony. No exceptions. The deadline for summer and fall 2020 is Sept. 15. The late application period for summer and fall is Sept. 15-Oct. 1. However those students are encouraged now so that an audit can be completed.

See the Graduation at the Registrar's Forms page for more details:

<https://www.brenau.edu/academics/registrar/regforms/>

Encourage students to apply for graduation as soon as the application forms for their anticipated graduation are posted on the Registrar's site. This will trigger the Registrar's graduation audit to determine if all requirements have been met. Both student and advisor are alerted when the audit is complete. Results are posted on CampusWEB. An early audit allows students time to adjust their final registrations for course work if necessary.

Graduating seniors must be registered for all classes at the beginning of the semester in order to be cleared for graduation. If the student will be taking D2 courses, they must register for those courses at the beginning of the Fall or Spring semester not at the beginning of D2 session.

Important: Students must complete ALL coursework prior to graduation in order to participate in the ceremony. This requirement includes any pending transient work, which must be transferred back to Brenau (via official transcript) BEFORE graduation. Students who have any coursework pending or have outstanding incompletes will not be permitted to walk.

LIFELONG RELATIONSHIP

The most successful mentor-mentee relationships will not dissolve after graduation but evolve. Consider using social media sites (e.g., Facebook) and/or professional networking sites (e.g., LinkedIn) to keep in touch with former students. Brenau graduates can be powerful sources of information and inspiration to current students. Facilitating networks between them deepens everyone's connections to Brenau.

APPENDIX

FYE/FYS Policy

AS 100W: First-Year Experience (FYE) is required of all Women's College first-year, full-time students seeking an undergraduate degree. Students who have earned more than 24 transfer credit hours from an accredited college or university are exempt from this requirement. Dual enrollment and other alternate credit does not exempt students from this requirement.

AS110: First-Year Seminar (FYS) is required of all Undergraduate School full-time, first-time, degree-seeking students enrolled on the Gainesville campus. Students who have earned more than 24 transfer credit hours from an accredited college or university are exempt from this requirement. Dual enrollment and other alternate credit does not exempt students from this requirement.

AS100W Course Description

To welcome students into the Brenau family, this course acclimates students to campus life and introduces them to the elements of the GOLD program. College speaking, reading, writing, and research skills are enhanced, and concepts such as the benefits of women's education and the opportunities for women in today's world are combined with innovative and engaging activities to launch students toward extraordinary lives. First-Year Experience is required of all Women's College first-year, full-time students seeking an undergraduate degree. Students who have earned more than 24 transfer credit hours from an accredited college or university are exempt from this requirement. Dual enrollment and other alternate credit does not exempt students from this requirement.

Note: this course is offered only on the historic Gainesville campus. This course is designated as a "W" course. W courses emphasize the experience and expertise of women throughout course design and delivery. Students will identify and analyze the contributions and experiences of women. At least 50% of course activities, readings, and assessments emphasize and explore female experience, perspective, or expertise.

(Policy and description approved July 6, 2020.)

English and Math Placement Policies

English: Students who have not completed EH 101 Written Communication or its equivalent prior to admission will be placed into developmental EH 100 Writing Laboratory or EH 101 based on ACT or SAT scores. The minimum ACT/SAT score for placement into EH 101 is ACT English 20 or SAT 500 on the Evidence-based Reading and Writing test.

Students who do not have an ACT/SAT score will take the web based Accuplacer English Placement Test unless they choose to place themselves in EH 100. Based on the results, the student will be placed into either EH 100 or EH 101.

Students who took the SAT prior to April 2016 took a previous version, the SAT Critical Reading Test. A score of 490 was required on this version of the test.

Note: Most entering students have SAT or ACT scores. For those who need to take Accuplacer, an information sheet with full details about it can be found at <http://www.brenau.edu/admissions/nextsteps/>.

About the score reports:

When a student takes Accuplacer, she sees her scores on the final computer screen, along with a message about which English course she has placed into. At the same time, the Registrar is able to login into the Accuplacer system to access a score report—in a format that includes only the student's name, then ID#, date, and two numbers (for instance, Agnes Pearce 505050 08 15 2013 72 79). The last two numbers represent Reading Comprehension and Sentence Skills scores—always in that order. Accuplacer Next Generation Reading scores of 242 or below OR Next Generation Writing scores of 242 or below place a student into EH 100. Next Generation Reading scores of 243 or higher AND Next Generation Writing scores of 243 or higher place a student into EH 101. (A copy of this email report is what the Registrar posts into SentryFile.)

Important Note: During Summer and Fall 2020, we have suspended Accuplacer testing due to Covid-19. Until further notice, students will be placed in the appropriate introductory English course based on their SAT or ACT scores, if they have them, or on their high school transcripts. Students who earned all As or Bs in their last two semesters of English course-work will place into EH 101 Written Communication. All other students lacking SAT or ACT scores will place into EH 100 Academic Reading & Writing.

Math: Placement into mathematics courses is determined by Brenau placement exam only for all students. Women's College and Undergraduate School students can take the math placement exam available via the internet through Canvas. Based on the results of the placement exam, the student will be placed into college level math (MS 100, MS 101 & MS 101L, MS 101, MS 111 or MS 210).

The Placement Exam cut-offs for math placement are:

MS 100 Quantitative Literacy * - placement exam score 0-37

MS 101 College Algebra * & MS 101L College Algebra Lab (total of 4 semester hours) - placement exam score of 38-54

MS 101 College Algebra * - placement exam score of 55-79

MS 111 Pre-Calculus/Trigonometry * - Math placement exam score of 80 or higher

MS 210 Calculus and Analytical Geometry * - Calculus placement exam score of 80 or higher.

Note:

- Students in non-STEM majors (which do not require MS 101) may take MS 100 and can self-place into that course without taking a placement test.
- Any student (regardless of major) may choose to self-place into MS 100 without taking a placement test.
- Students who place into MS 210 may not elect to take MS 100, MS 101 or MS 111 without departmental approval.
- Students who place into MS 111 may not elect to take MS 100 or MS 101 without departmental approval.

IMPORTANT NOTE: Students are only able to take a developmental course three times. If a student does not pass on their third attempt, they will be unable to graduate.

Advising Guide for Entry Level Math Courses

MS 100 Quantitative Literacy (3.0 credits)	MS 101 College Algebra with MS 101L College Algebra Lab (4.0 credits) ***	MS 101 College Algebra (3.0 credits)
<p>A course to review and reinforce all areas of mathematics that are applicable to non-STEM majors. Topics include basic logic, the number system, basic algebra, basic geometry, counting, basic probability and descriptive statistics. This course cannot be taken in lieu of MS 101, College Algebra, for courses where MS 101 is a prerequisite. It will, however, suffice as prerequisite for MS 205, Introduction to Statistics.</p> <p>Non-STEM Majors**:</p> <ul style="list-style-type: none"> This course will satisfy the Liberal Education Math Requirement Math Placement Exam is NOT required <p>Liberal Studies AA Degree Candidates:</p> <ul style="list-style-type: none"> This course will satisfy the Liberal Education Math Requirement Math Placement Exam is NOT required <p>STEM Majors (including Pre-Nursing students):</p> <ul style="list-style-type: none"> Must take Math Placement Exam If Math Placement Exam score is 0 – 37, student is placed in this course When completed with a satisfactory grade (minimum C grade), student MUST register for MS 101 College Algebra with MS 101L, the supplemental lab <p><small>** Please verify with your advisor that this course will satisfy your LE as well as any major course requirements. Some Non-STEM majors in the College of Education may still be required to take MS 101 College Algebra.</small></p>	<p>An introductory course covering basic algebra operations, equations and inequalities, and graphs in the Cartesian plane, including linear, quadratic, polynomial, exponential, logarithmic, and rational functions. The course covers algebraic operations of functions, including composition. Emphasis is on problem solving and applying mathematics to real-world situations. Prerequisite(s): Completion of MS 100 with a grade of C or higher or an appropriate Brenau Math Placement Exam score.</p> <p>STEM Majors (including Pre-Nursing students):</p> <ul style="list-style-type: none"> Must take Math Placement Exam Must earn a placement score between 38 – 54 This course will satisfy the Pre-Nursing math requirement Biology majors must also complete MS 111 Pre-Cal/Trig and MS 210 Calculus <p>Non-STEM Majors:</p> <ul style="list-style-type: none"> Optional course If this option is chosen, student must take the Math Placement Exam and earn a score between 38 – 54 This course will satisfy the Liberal Education Math Requirement <p>Liberal Studies AA Degree Candidates:</p> <ul style="list-style-type: none"> Optional course If this option is chosen, student must take the Math Placement Exam and earn a score between 38 – 54 This course will satisfy the Liberal Education Math Requirement <p><small>*** MS 101L is a once weekly supplemental instruction course designed to academically support students taking MS 101 College Algebra concurrently. Topics covered include prerequisite concepts for MS 101 and will be embedded into the MS 101 course materials. The course is required for students whose placement test scores indicate a need for supplemental instruction. Attendance is mandatory.</small></p>	<p>An introductory course covering basic algebra operations, equations and inequalities, and graphs in the Cartesian plane, including linear, quadratic, polynomial, exponential, logarithmic, and rational functions. The course covers algebraic operations of functions, including composition. Emphasis is on problem solving and applying mathematics to real-world situations. Prerequisite(s): An appropriate Brenau Math Placement Exam score.</p> <p>STEM Majors (including Pre-Nursing students):</p> <ul style="list-style-type: none"> Must take Math Placement Exam Must earn a placement score between 55 – 79 This course will satisfy the Pre-Nursing math requirement Biology majors must also complete MS 111 Pre-Cal/Trig and MS 210 Calculus <p>Non-STEM Majors:</p> <ul style="list-style-type: none"> Optional course If this option is chosen, student must take the Math Placement Exam and earn a score between 55 – 79 This course will satisfy the Liberal Education Math Requirement <p>Liberal Studies AA Degree Candidates:</p> <ul style="list-style-type: none"> Optional course If this option is chosen, must take the Math Placement Exam and earn a score between 55 – 79 This course will satisfy the Liberal Education Math Requirement

English Language Proficiency for International Students

In addition to the regular admissions requirements, non-native English-speaking students on an international visa must also submit proof of English proficiency. All international students must meet at least one of the English proficiency requirements outlined in the Catalog. Refer to the current Catalog for the list of English proficiency requirements.

Modern Language Liberal Education (LE) Requirement

All University students entering at the bachelor's level must meet a Liberal Education Modern Language requirement by demonstrating at least the high beginner level of language competency at the 102/115 level. The following policies apply to this requirement:

Placement: Placement tests are available for limited languages through WebCAPE (Computer Adaptive Placement Exam). This is a "snapshot" placement test and can be taken for low cost online with results in approximately 20 minutes. Students may be placed into 101, 102, or 200-level language courses based on the results. If placed into 102 or above, students must take that additional course to complete their language requirement. Students are responsible for any fees

incurred for this test. Students should go to the following url to register and take the test:
<http://bit.ly/2ZbcLLo>

Students should PRINT their results and alert the Office Manager for the Department of Humanities to review their results.

Cut-off scores for WebCAPE are:

- Score over 500: Students should consult with departmental faculty to identify appropriate course or additional testing options.
- Score between 351-500: Permission to enroll at the 200 level or above
- Score between 251-350: Permission to enroll at the 102 level
- Score below 250: Enrollment at the 101 level*

* Students concerned that the test does not reflect their knowledge of the language may request further evaluation by a faculty member who can evaluate listening, speaking, and/or writing skills to determine if enrollment in a higher level course is advisable.

Communication LE Credit: A 102/115 language course fulfills the LE requirement in Modern Languages. All other language courses taken by the student (101- or 200- level) may count toward the Communication requirement. Motivated students are encouraged to continue study at the 201 or 215 Applied Language level, including study abroad.

Exemption: Exemption of the language requirement may be achieved by:

1. Transfer of equivalent credit from an accredited university.
2. CLEP: If the test is in a language taught at Brenau, credit will be awarded. For CLEP of other languages, exemption will be given without credit. (We cannot award credit if we do not teach the class at Brenau.) See the Appendix or contact Brenau University Learning Center at 770-534-6133 for CLEP information.
3. Students entering with an A.A. or A.S. degree (as defined by the Brenau Registrar) or with a previous bachelor's degree are exempt from any additional Liberal Education requirements per Brenau policy.
4. BYU FLATS (Foreign Language Achievement Testing Service) available in 50 languages: test must be proctored and takes about 2.5 hours. Students are responsible for any fees incurred for this test. Scores of 60% or above will provide exemption only. NO credit is awarded for FLATS tests. In Gainesville, the Brenau Learning Center offers the FLATS test; students in other locations must make arrangements with a local public library or college testing center to proctor, pending approval of the Chair of the Brenau Department of Humanities or the Chair's designee.

Heritage speakers: "Heritage" speakers and others with advanced skills in a second language may NOT take 101; they should CLEP or seek placement or exemption through one of the methods described above.

Non-Native English Speakers: If a non-native English-speaking student has earned any

academic credit from a U.S.-accredited institution, but has not submitted a TOEFL score, then she must take a WebCAPE exam or BYU FLATS test to demonstrate competency in her native language or a second language.

More information about the Foreign Language Webcape Placement test can be found here:

<https://www.brenau.edu/fineartshumanities/humanities-department/placement-testing/foreign-language-webcape-placement/>

Brenau University Advanced Placement (AP) Credit Guide

TEST TAKEN	SCORE	BRENAU EQUIVALENT	COURSE TITLE
Art Appreciation	3, 4, or 5	AH 100	Art Appreciation
Art History	3, 4, or 5	AH 323	Art History
Biology	4 or 5	BY 111/111L & BY 112/112L	Biol Science I & II & Labs
Calculus AB	4 or 5	MS 210	Calculus & Analytical Geometry
Calculus AB or BC	3	MS 111	Pre-calculus/Trigonometry
Calculus BC	4 or 5	MS 210	Calculus & Analytical Geometry
Chemistry	3 or 4	CY 121/121L	General Chemistry I & Lab
Chemistry	5	CY 121/ 121L & CY 122/ 122L	General Chemistry I & II & Labs
English Lang and Comp, English Lit and Comp	4 on either	EH 101	Written Communication
English Lang and Comp, English Lit and Comp	5 on either or 4 on both	EH 101 & EH 102	Written Communication & Reading & Research Writing
Environmental Science	4 or 5	BY 201	Environmental Biology I
European History	3, 4, or 5	HY 210 or HY 211	World Civilization I or II
French Language and Culture	4 or 5	FH 101	French Lang. and Culture I
Government and Politics: U. S.	3, 4, or 5	PO 101	American Government
Human Geography	5	GY 201	Intro to Geography
Italian Language and Culture	4 or 5	IN 101	Italian Lang. and Culture I
Macroeconomics	3, 4, or 5	BA 207	Macroeconomics
Microeconomics	3, 4, or 5	BA 206	Microeconomics
Physics B	5	PS 121/121L & PS 122/122L	Physics I & II & Labs
Physics B or C: Mechanics	4 or 5	PS 121/121L	Physics I
Physics C: Electricity & Magnetism	4 or 5	PS 122/122L	Physics II & Lab
Psychology	3, 4, or 5	PY 101	General Psychology
Spanish Lang. and Culture	4 or 5	SH 101	Spanish Lang. and Culture I
Statistics	4 or 5	MS 205	Introduction to Statistics
Studio Art: 2D Design	3, 4, or 5	AR 101/101L	Foundations: 2D and 3D
Studio Art: 2D Design	5	AR 101/101L & AR 102/102L	Foundations: 2D and 3D Foundations: Color
Studio Art: 3D Design	3, 4, or 5	AR 102/102L	Foundations: Color
Studio Art: Drawing	4 or 5	AR 112/112L	Drawing I & Lab
United States History	3	HY 201	History of the U.S. I
United States History	4 or 5	HY 201 & HY 202	History of the U.S. I & II
World History	3	HY 210	World Civilization I
World History	4 or 5	HY 210 & HY 211	World Civilization I & II

Updated August 2013

Brenau University CLEP/DSST Test Guide

For a test to be accepted for credit by Brenau, it must be on this list!

(List is continued on next page.)

Please be aware that ETS's passing scores are not necessarily the same as Brenau's.

EXAM TITLE	COURSE NAME & #	REQUIRED SCORE	CREDITS	EXAM TYPE
A History of the Vietnam War	HYPO315-The United States and Vietnam	400	3	DSST
American Government	PO101-American Government	50	3	CLEP
American Literature	EH220-American Literature before 1865 EH221-American Literature after 1865	50	6	CLEP
Art of the Western World	AH100-Art Appreciation	400	3	DSST
Biology	BY111-Biological Science I	50	4	CLEP
Calculus	MS210-Calculus and Analytical Geometry	50	3	CLEP
College Algebra	MS101-College Algebra	50	3	CLEP
College Composition	EH101-Written Communication	50	3	CLEP
College Composition (High Score)	EH101-Written Communication EH102-Reading and Research Writing	65	6	CLEP
English Literature	EH210-British Literature before 1700 EH211-British Literature after 1700	50	6	CLEP
Ethics in America	PH222-Introduction to Ethics	400	3	DSST
Financial Accounting	AC201-Accounting Principles I	50	3	CLEP
French Language (Level I)	FH101/FH102-French Language and Culture I and II	50	6	CLEP
French Language (Level II)	FH201/FH202-Intermediate French I and Intermediate French II	62	12	CLEP
History of the United States I	HY201-History of the United States I	50	3	CLEP
History of the United States II	HY202-History of the United States II	50	3	CLEP
Human/Cultural Geography	GY201-Introduction to Geography	400	3	DSST
Human Growth/Development	PY202-Survey of Human Growth and Development	50	3	CLEP
Human Resource Management	HR333-Human Resource Management	400	3	DSST
Introduction to World Religions	PH207-World Religions	400	3	DSST
Introductory Business Law	BA316-Legal Environment of Business	50	3	CLEP
Introductory Psychology	PY101-Introduction to Psychology	50	3	CLEP
Introductory Sociology	SY101-Introduction to Sociology	50	3	CLEP

EXAM TITLE	COURSE NAME & #	REQUIRED SCORE	CREDITS	EXAM TYPE
Pre-calculus	MS111-Pre-Calculus/Trigonometry	50	3	CLEP
Principles of Finance	BA327-Managerial Finance	400	3	DSST
Principles of Macroeconomics	BA207-Macroeconomics	50	3	CLEP
Principles of Management	MG301-Management Principles	50	3	CLEP
Principles of Marketing	MK315-Marketing Principles	50	3	CLEP
Principles of Microeconomics	BA206-Microeconomics	50	3	CLEP
Principles of Physical Science	PS100-Physical Science I	400	3	DSST
Principles of Statistics	MS205-Introduction to Statistics	400	3	DSST
Spanish Language (Level I)	SH101/SH102-Spanish Language and Culture I and II	50	6	CLEP
Spanish Language (Level II)	SH201/SH202-Intermediate Spanish I and Intermediate Spanish II	63	12	CLEP
Western Civilization I	HY210-World Civilization I	50	3	CLEP
Western Civilization II	HY211-World Civilization II	50	3	CLEP

For more information, call 770-534-6133.

Revised April 2015